



CITY COUNCIL COMMUNICATION

November 26, 2013

SUBJECT: Professional Employee Leasing at Texas Star Golf Course Contract Renewal

SUBMITTED BY: Glenda Hartsell-Shelton, Texas Star General Manager

REFERENCE NO: Bid No. 005-12

ACTION REQUESTED:

Consider approval of a one year extension of Bid No. 005-12 for Professional Employee Leasing services to the Bowles Group, d/b/a Workforce, 2501 Parkview Drive, Suite 225, Fort Worth, TX.

ALTERNATIVES:

- Do not approve
- Re-Bid

SUMMARY OF SUBJECT:

Sealed bids were requested from professional employer organizations in November 2011 for the purpose of leasing full-time and part time employees for the operation and maintenance of the Texas Star Golf Course, Conference Centre and Raven's Grille and miscellaneous Parks and Community Services positions. The bid requested a contract for a two (2) year term with the option to renew for two (2) additional one (1) year terms by mutual written agreement.

The Bowles Group, d/b/a Workforce, has met all service requirements and provided the City with excellent service for many years. The Bowles Group, d/b/a Workforce, has submitted a letter for renewal for the first of the one (1) year terms. The renewal bid rate is the same with the exceptions of workers compensation decreasing 1.00% for a reduced total of 20.10%.

FINANCIAL CONSIDERATIONS:

Revenue Sources:

Expenditure Accounts: 540-7XXX-550-29-07

Budgeted Fiscal Year(s):

Budgeted Expenditure: \$178,284

Estimated Expenditure: \$169,835

Over/**Under** Projection By: (\$ 8,449)

Other Comments:

SUPPORTING DOCUMENTS:

- Renewal Letter: Workforce 2000

APPROVED BY:

_____ **LG** _____ City Manager's Office

_____ **HH** _____ City Secretary's Office